

Academic Appeals Timeline

General Timeline

Appeals are only accepted within a specific window of time, following the completion of a course and are reference in [*Section C of UPS 300.030*](#).

- The student shall initiate either appeals process within **60 calendar days** of the first day of classes of the regular semester (fall or spring), following the grade assignment (must initiate by contacting faculty member).
- The written appeal shall be submitted within **90 calendar days** of the first day of classes of the regular semester (fall or spring) following the grade assignment.
- The university will attempt to conclude each appeal within **180 calendar days** from the date on which the student submitted the written appeal to the Appeals Coordinator.

Once Written Appeal is Submitted

Once the written appeal is received by the Appeal Board Coordinator, within the regular semester (fall or spring) following the grade assignment:

- The Coordinator will provide the faculty member a copy of the appeal within **two calendar weeks (14 days)**.
- The faculty member then provides the Appeals Board a written response to the student's appeal within **three calendar weeks (21 days)**.

Decision on Appeal

There may or may not be a hearing to determine the outcome (the timeframe for this may vary). After the Board notifies the parties of the decision:

- If there is a finding that the grade should be changed or that there was no academic dishonesty, the faculty member has **10 working days** to implement the change.
- If alternative actions are recommended, the process to determine final outcome shall be completed within **30 calendar days** from the notification of the board's decision.

Special Circumstances

In special circumstances, an Ad Hoc Appeals Board may be created to hear spring semester grade appeals. Those special circumstances are for:

- Graduating students in their final semester where the grade may impact graduation eligibility,
- Disqualified graduate students where the grade may impact subsequent enrollment, or;
- Post baccalaureate student wishes to appeal a grade in a certificate program where the grade may impact subsequent enrollment.

Things to Consider with Dates, Deadlines, and Timeframes

- Calendar days vs. Working days
- Deadlines for posting grades on the Academic Calendar should be referenced. Every academic year/semester may begin on a different date from the last. You should reference the next regular semester after your grade was assigned by looking at the posted academic calendar for that semester which can be referenced at [CSUF Website](#).
- For an Academic Dishonesty violation, the last possible date for Faculty to report incident is no later than **30 calendar days** after the first day of classes of the regular semester (Fall or Spring) following the grade assignment.